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MEMORANDUM FOR: Director of Communications
Director of Information Technology
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: FY 85 Accomplishments

1. During the current round of Directorate of Administration (DA) Office quarterly reviews, each Office Director is opening the session with a ten-minute summary of FY 85 accomplishments. These summaries continue to reinforce my feeling that the DA Offices are highly energized and productive. I've been very impressed with the FY 85 accomplishments, and I'd like to send them in an annual report to the DCI in his capacity as Director of the Agency, as we did last year with the FY 84 accomplishments. Even though you are briefing us at the quarterly reviews on FY 85 accomplishments, it is my feeling that you will want to orient your list of FY 85 accomplishments specifically to the DCI.

2. In this regard, please provide me with a list for the DCI of your Office's FY 85 accomplishments. Each item on the list should be a concise, short-paragraph description of an accomplishment.

3. You should be able to draw upon this list in the future to assist you in responding to other requirements for reporting FY 85 accomplishments. For example, I expect to receive in the coming weeks a requirement to contribute to the DCI's Annual Report to Congress, including FY 1985 accomplishments. The IC Staff will tell us what we can and cannot include in this report. Input from IC components will then be separated and combined into a unified report.

4. Please provide the list of FY 85 accomplishments for the DCI to me by ~~2 December 1985~~.

[Redacted Signature Box]

Harry E. Fitzwater

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